



MISSISSIPPI STATE DEPARTMENT OF HEALTH

October 06, 2020

MEMORANDUM

To: Prospective Bidders

FROM: Jennifer Dotson, Director
Support Services

AMENDMENT #1 TO Statewide Courier Service IFB-RFx 3160003534

This correspondence is to make changes/corrections to the Mississippi State Department of Health Statewide Courier Service Invitation for Bid as follows:

Pg. 4, Section 1 General Instructions, 1.1.1 Timeline

Anticipated Post-Award Debriefing Request Date changed to - November 09, 2020 5:00 PM CST

Post Award Debriefing Held By Date changed to - November 12, 2020 5:00 PM CST

Protest Deadline Date changed to - November 12, 2020 5:00 PM CST

Pg. 10, Section 5 Post-Award, 5.2 Protest of Award

Time/Dates of 5:00 p.m., October 26, 2020 have been changed to 5:00 p.m., November 12, 2020

Enclosed are Revised Pg. 4, 10/06/2020 and Revised Pg. 10, 10/06/2020. Please replace Pg. 4 and Pg. 10 of the original IFB packet with these pages.

Please sign and include a copy of this amendment with your bid submission.

SECTION 1

GENERAL INSTRUCTIONS

1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to 570 East Woodrow Wilson Dr, Jackson, MS 39216, no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the Mississippi State Department of Health (MSDH). Each page of the **BID FORM (Attachment B)** and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The MSDH reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MSDH may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

Sealed bids will be considered if they are delivered electronically through the MAGIC system by the time and date set for receipt of bids.

1.1.1 Timeline

Invitation for Bid (IFB) Issue Date:	October 1, 2020, 8 AM CST
Questions to MSDH:	October 16, 2020 ,5:00 PM CST
Anticipated Posting of Written Answers to Questions:	October 20, 2020, 5:00 PM CST
Bid Package Submission Deadline/Opening:	November 2, 2020, 10:30 AM CST
Anticipated Notice of Intent to Award:	November 4, 2020, 5:00 PM CST
Anticipated Post-Award Debriefing Request Date:	November 09, 2020, 5:00 PM CST
Post Award Debriefing Held By Date:	November 12, 2020, 5:00 PM CST
Protest Deadline Date:	November 12, 2020, 5:00 PM CST

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids. It must be determined by the MSDH that the late receipt was due solely to mishandling by the MSDH after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U. S.

Revised Pg. 10, 10/06/2020
SECTION 5
POST-AWARD

5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the MSDH within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of the MSDH in writing and identify its attorney by name, address, and telephone number. The MSDH will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114, Post Award Vendor Debriefing, of the *Office of Personal Service Contract Review Rules and Regulations*.

5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Jennifer Dotson. The protest shall be submitted on or before 5:00 p.m., November 12, 2020, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Jennifer Dotson, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 p.m., November 12, 2020 will not be considered.

5.3 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.4 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

SECTION 6
CONTRACT TERMS AND CONDITIONS

- 6.1 Acknowledgment of Amendments.** Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by